



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** 17346 - Recruitment and Outreach Program Manager - Team Lead – GS-14

**Salary Range:** \$99,172 - \$152,352(not applicable for detailees)

**Vacancy Open Period:** 12/12/2019 – 12/11/2020

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** CHCO/CTMD

**Duty Location:** Bethesda, MD

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** Not Authorized.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

**\*\*\* OPEN UNTIL FILLED:** This announcement will be open until this position is filled. Cut off points are scheduled in two-week increments. After each cut-off, all compliant applicants received during the previous two weeks will be reviewed for considerations. **NOTE:** Your start date will depends on when you have been selected and accepted for this assignment. \*\*\*

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade or up to one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.



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- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply.)

## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

The Director of National Intelligence (DNI) serves as the head of the Intelligence Community (IC). The DNI also acts as the principal advisor to the President and the National Security Council for intelligence matters related to national security; and oversees and directs the implementation of the National Intelligence Program. The DNI leads intelligence integration and forges an intelligence community that delivers the most insightful intelligence possible.

The Deputy Director of National Intelligence for Enterprise Capacity (DDNI/EC) is responsible to the DNI for all matters pertaining to IC resources, workforce, systems, technology and infrastructure, with five reporting components: Acquisition, Procurement and Facilities, IC Chief Financial Officer, IC Chief Human Capital Officer, IC Chief Information Officer, and Systems & Resource Analyses.

The Office of the Chief Human Capital Officer (CHCO) supports the Office of the Director of National Intelligence by establishing and overseeing the implementation of the full range of Human Capital programs, processes, and policies. The CHCO has established the Strategic Human Capital Plan for the Intelligence Community (IC) that deals directly with talent, performance, and leadership to attract, engage, and unify an innovative and results-focused workforce in support of the National Intelligence Strategy—and ultimately the security of our nation. Following the IC Strategic HC Plan, the Office of the CHCO develops and implements policies, practices, and processes that leverage commonality across the IC and maximizes the strengths of individual agencies.

## Major Duties and Responsibilities (MDRs)

- Coordinating and planning outreach activities within and beyond the IC (which may include travel across the US).
- Strengthening partnerships between the IC and entities such as academia and professional associations.
- Championing the IC enterprise recruiting strategies and initiatives.
- Cultivating and maintaining productive working relationships with IC HC leadership, colleagues, HR experts, and ODNI senior leadership through the execution of a monthly IC Recruitment Committee to share information of interest and explain the specifics of Recruitment and Outreach programs.
- Planning, developing, and managing complex Recruitment and Outreach projects or programs that may require generating new concepts, principles, and methods to ensure their successful implementation within the IC.



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- Advising IC and ODNI leadership on the development, implementation, and management of complex Recruitment and Outreach programs, and ensure that the programs are aligned with and directly support the IC's strategic mission objectives.
- Serving as a liaison; listening to and understanding the needs of all 17 IC elements and tailoring Recruitment and Outreach programs, methods, policies, and procedures to ensure they fully meet the organization's needs and overall mission.
- Planning, developing, and presenting written and oral briefings on significant Recruitment and Outreach issues; tailor and align written products and oral briefings with overall IC mission objectives and individual member needs.
- Planning and conducting formal analyses of the strengths and weaknesses of Recruitment and Outreach programs that require resolving critical problems or developing new concepts and methodologies for programs that are of major significance to IC leadership and mission success.
- Developing strategic and tactical plans to support Recruitment and Outreach program initiatives; planning, developing, implementing, and evaluating Recruitment and Outreach programs in response to IC directives and/or mission requirements.
- Work may require full range of COTR duties.
- Work may require travel across the US. \*Areas of HC Subject Matter Expertise include (in alpha order): Academic/Professional Disciplines, Compensation, Equal Employment Opportunity and Diversity, HC Information Management, HC Strategy & Policy, Learning & Development, Organizational Design, Performance and Effectiveness, Talent Acquisition, Workforce Analysis & Planning, Workforce Engagement & Relations, and Work/Life Strategies & Benefits.

## **Mandatory and Educational Requirements**

- You have a solid understanding of the talent acquisition and recruitment cycle.
- You have an understanding of the ODNI's Right, Trusted, Agile Workforce initiative and the implications that this initiative will have on the way the ODNI does business.
- You have technical expertise, and a solid understanding of how to capture data and metrics as it relates to diversity and recruitment statistics and the tie into Applicant Gateway.
- You are passionate about attracting diverse, talented and highly skilled people to the IC.
- You love talking to people about what the IC mission is and how they can have an inspiring career with the IC.
- You communicate easily with peers and make connections wherever you go.
- You are at ease planning for and chairing meetings with peers across the IC for monthly meetings like the IC Recruitment Committee.
- You are motivated and driven.



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- You volunteer for new challenges without waiting to be asked.
- You are going to take ownership of the time you spend with us and truly make a difference by proactively making key contributions to group efforts.
- You enjoy solving problems and finding new innovative ways to do business in the talent acquisition world.
- You enjoy working both independently with little direction and within a team to advance the team's goals.
- You are a connoisseur of project management concepts and principals and thrive on organizing complex projects and tracking every aspect.
- You specialize in mentoring junior colleagues, and utilize strong organizational and interpersonal problem solving skills.
- You have immersed yourself in understanding the mission, charter, roles and responsibilities of the various IC elements and use that knowledge as a backdrop to your everyday responsibilities.
- On average, you have at least seven years of progressively responsible experience in the IC with thorough knowledge of IC integration practices and experience leading strategic planning and implementation.
- You have a Bachelor's degree or seven years IC-experience demonstrating ability to learn new concepts and apply knowledge to create positive impact. Bachelor's degree preferred to be in the fields of Human Resources, Business Administration, Industrial and Organization Psychology, Training and Development, Workforce Analytics, or other related disciplines.

## Desired Requirements

- Experience: On average, you have at least seven years of progressively responsible experience in the IC with thorough knowledge of IC integration practices and experience leading strategic planning and implementation.
- Education: You have a Bachelor's degree or seven years IC-experience demonstrating ability to learn new concepts and apply knowledge to create positive impact. Bachelor's degree preferred to be in the fields of Human Resources, Business Administration, Industrial and Organization Psychology, Training and Development, Workforce Analytics, or other related disciplines.
- Certifications/Licenses: COTR Certification as applicable.

## Key Requirements and How to Apply

### Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.



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- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT: WHERE TO SUBMIT:** Applications should be sent to either [DNI\\_COO\\_TM\\_HR\\_OPS\\_TEAM\\_B\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_B_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [mcginlj@dni.ic.gov](mailto:mcginlj@dni.ic.gov) (Johnny M.) and [majettm@dni.ic.gov](mailto:majettm@dni.ic.gov) (Maya M.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## **Current Federal Employees Applying for a Detail Assignment:**

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

**Applicants from federal agencies outside the IC** must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.



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**WHERE TO SUBMIT: WHERE TO SUBMIT:** Applications should be sent to either

[DNI\\_COO\\_TM\\_HR\\_OPS\\_TEAM\\_B\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_B_WMA@cia.ic.gov) (classified email system) or

[Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [mcginlj@dni.ic.gov](mailto:mcginlj@dni.ic.gov) (Johnny M.) and [majettm@dni.ic.gov](mailto:majettm@dni.ic.gov) (Maya M.) in lieu of the group address above.

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## All Applicants:

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 301-243-1318.

## What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment; Phone: 301-243-1318; Email: [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov)

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI\\_COO\\_TM\\_EEOD\\_RA\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov), by unclassified email at [DNI-EEOD\\_WMA@cia.ic.gov](mailto:DNI-EEOD_WMA@cia.ic.gov), by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**